



# California Department of Education

## Request for Charter School Number

**For CDE use only**

Charter number:

Date received:

Reviewed by:

### a. Please provide the following information:

#### 1. School name

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#### 2. School contact (name, phone number, and address of individual)

name:	phone:
address:	

#### 3. Authorizing entity (district, county office)

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#### 4. County

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#### 5. Authorizing entity contact (name, phone number, and address of individual)

name:	phone:
address:	

#### 6. Projected start date

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#### 7. Grade levels served

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#### 8. Estimated enrollment

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#### 9. Term of charter

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#### 10. Local or Direct Funding

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#### 11. Start-up or Conversion

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### b. Please include the following documentation:

1. Copy of charter petition (with appropriate signatures).
2. Evidence of governing board public hearing (e.g., board minutes).
3. Evidence of governing board approval of charter (e.g., board minutes).
4. Copy of the full charter, which must include:
  - > all 15 elements of Education Code Section 47605(b)(5); and
  - > statements that the charter school will be nonsectarian, will not charge tuition, and will not discriminate.
5. Any information provided to the authorizing entity pursuant to Education Code Section 47605(g), including (a) potential effects on the district (administrative services, facilities, liability); and (b) first year start-up costs, cash flow, and three year financial projections.



Send complete packet to:

**CA Department of Education  
Office of Charter Schools  
1430 N Street, Room 3800  
Sacramento, CA 95814**

For more information, call:

**(916) 322-6029**

or visit us on the Internet at:

**[www.cde.ca.gov/fiscal/](http://www.cde.ca.gov/fiscal/)**